What's New?

Conversion Request No. 5 - Work Schedules

Work Schedules Rules (WSRs) are key to Time Management in SAP. For the calculation of Comp Time, Overtime, Holidays and Leave, we need to identify when an employee is normally expected to work. An employee may always work more than the daily hours of their work schedule, but the baseline is the employee's regular work schedule.   Premium pay calculations for employees that normally work evenings and nights will be derived from their recorded hours, their WSR and their eligibility according their position.

The Working Period defines the beginning and ending of an employees overtime period. Time worked in the designated period is added together and evaluated for overtime. Some agencies may have a standard Working Period, others may vary by division or facility. Like the Work Schedules, all employees are required to have a Working Period.

This conversion request requires that every person in your organization that records time and/or gets paid by the State be assigned to a Work Schedule and Working Period that has been established in SAP. Employees without work schedules will not be able to record time. The deadline for this Conversion Request is February 23, 2007.

Website

The **Time Essentials Archive** is now available on the Beacon website. Once the Time Essentials messages have gone out, they will be posted to the website for future reference. This is a secure site. You will have to login and then go to the Time Management page. The website will eventually include proper links to our page. Since the page is new, it hasn't yet been integrated into the overall Beacon site. That will happen soon, but in the meantime

1) Go to beacon.nc.gov
2) Click on ***HR/Payroll Initiative*** on the left menu
3) Enter "hr_payroll" in the username space and "hrpyrbpt" in the password space
4) Copy the link below and paste it into the address bar and hit enter

 http://beacon.nc.gov/initiatives/hr_payroll/blueprinting/time_management.html

Follow Up

Clarification: Military Leave

Please use the following codes to identify the military service (changes are in bold):

91	USAR	US **Army** Reserve
92	USNR	US Navy Reserve
93	USMCR	US Marine Core Reserve
94	ANG	Army National Guard
95	AFNG	Air Force National Guard
96	CGR	Coast Guard Reserve
97	NCM	North Carolina Militia
98	**USAFR**	**US Air Force Reserve**

Military Leave, FMLA, and VSL data is due on the 16th of February.

Time Experts Meeting February 13, 2007

2 sessions: 9:00am and 1:30 pm – space is still available

Reminders:

Conversion Request No. 1 deadline: January 31, 2007

Conversion Request No. 2 deadline: January 31, 2007

Charge Objects Structure Evaluation deadline: February 9, 2007

Conversion Request No. 5: Military Leave, Voluntary Shared Leave and FMLA 2/16/07

Coming Soon:

- Quota payout, Shift substitutions & Worker's Comp
- Testing Scenarios

Contact Information:

This message has been addressed to the Time Management contacts identified through workshops and surveys. If you feel you are not the right person to be receiving requests for conversion data in your organization, please call Karen at 431-6634. We will update your agency information and the associated distribution lists accordingly.

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